

MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION

AIRCRAFT PILOT

JOB DESCRIPTION

Employees in this job pilot or co-pilot state aircraft for passenger transportation, forest fire detection, and related transportation or conservation duties. Work includes the routine inspection of aircraft, radio communications, and ground observation and requires application of knowledge of federal aviation laws, regulations, airport procedures, and departmental rules.

There are two classifications in this job.

Position Code Title – Aircraft Pilot-E

Aircraft Pilot E12

This is the experienced aircraft pilot. The employee performs a full range of aircraft flight assignments including acting as pilot-in-command of single-or-multi-engine fixed wing aircraft or helicopters or as co-pilot of high performance multi-engine turbo-prop aircraft. The employee exercises extensive independent judgment in making decisions that may include taking immediate actions with limited opportunity to consider various alternatives.

Position Code Title – Aircraft Pilot-A

Aircraft Pilot 13

This is the senior level. At this level, the employee performs the most complex aircraft pilot assignments. Senior level employees perform complex assignments beyond those expected at the experienced level which, have been approved by Civil Service.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Pilots or co-pilots, single- or multi-engine fixed wing airplane, seaplane, or helicopter in all seasons, times of day, and weather conditions, in accordance with applicable laws and safety regulations.

Flies missions for forest fire detection and control, wildlife census, forest pest damage surveys, aerial photography, search and rescue, and other conservation purposes, and does related ground observation.

AIRCRAFT PILOT

PAGE No. 2

Transports state officials, other persons, and materials and equipment by air on state business.

Evaluates current and forecasted weather conditions prior to and during flights as well as other information relating to the safe conduct of flights.

Performs pre-flight inspection of aircraft and assists in other inspections, as needed.

Communicates by radio with airport control towers and with ground fire-fighting units and others as needed.

Maintains records of activities, flight logs, operating expenses, and maintenance.

Reports equipment malfunctions to appropriate personnel.

Keeps informed of changes in departmental rules related to the work, and federal flight laws and regulations.

Determines flight routes and altitudes for safe and efficient flights, and files flight plans.

Coordinates flights to prevent scheduling conflicts.

Informs passengers of safety provisions.

May perform routine maintenance functions, such as oil, spark plug and tire changes, wheel greasing, and other maintenance as allowed by law.

Performs related work appropriate to the classification as required.

Additional Job Duties

Aircraft Pilot 13

Performs on a regular basis the most complex aircraft pilot assignments.

May train other pilots in advanced aviation skills.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the experienced level and thorough knowledge is required at the advanced level.

Knowledge of the operation of fixed wing aircraft or helicopters.

Knowledge of federal air regulations relative to pilots' privileges, restrictions, and obligations.

AIRCRAFT PILOT

PAGE No. 3

Knowledge of weather and weather interpretation including the effect of weather on flight characteristics.

Knowledge of airport procedures, including proper methods of approach.

Knowledge of the techniques of loading an aircraft to achieve proper balance.

Knowledge of the geography, topography, navigation, and weather conditions of Michigan.

Skill in flying aircraft as demonstrated to departmental personnel prior to appointment.

Skill in flying aircraft at all times of day, all seasons and weather conditions, and flying at low altitudes and low air speeds.

Ability to operate aircraft solely by reference to flight instruments.

Ability to respond quickly in emergencies.

Ability to make judgments concerning flight safety based on weather, flight plans, and other information.

Ability to maintain records, prepare reports, and conduct correspondence related to the work.

Ability to communicate effectively.

Ability to operate an aircraft radio.

Ability to read maps, airway manuals, and charts.

Ability to describe and communicate locations to ground units.

Ability to conduct pre-flight inspections.

Additional Knowledge, Skills, and Abilities

Aircraft Pilot 13

Ability to perform the most complex aircraft pilot assignments.

Working Conditions

Some jobs require working with aircraft at night over heavily wooded areas, over water and in extreme winter conditions, with temperatures to -25° .

AIRCRAFT PILOT

PAGE No. 4

Some jobs require flying for fire control. The worst fire conditions occur at times of high winds and turbulence. Slow flying, low altitude, and the necessity of focusing attention outside of the aircraft is hazardous and exacting.

Some jobs require an employee to be exposed to cleaning solvents, gas, and oil.

Physical Requirements

The job duties may require an employee to remove snow from hanger doors, pull plane in and out manually, and the washing and waxing of plane.

The job duties require an employee to lift 50 pounds of baggage.

Education

Educational level typically acquired through completion of high school.

Experience

Aircraft Pilot E12

Two years experience piloting single- and multi-engine fixed wing aircraft or helicopters and completion of 1,500 hours flying time, not less than 200 hours of which must have been within the last two years.

Aircraft Pilot 13

Three years experience piloting single- and multi-engine fixed wing aircraft or helicopters and completion of 2,000 hours flying time, not less than 200 hours of which must have been within the last two years.

Special Requirements, Licenses, and Certifications

Aircraft Pilot E12 and 13

Possession of FAA commercial pilot's license with single-engine land, multi-engine land, and instrument ratings.

Some positions within this class series are assigned job duties that may require knowledge of fire behavior, fire suppression strategies and tactics, and fire suppression organization.

Aircraft Pilot 13

Possession of flight instructor rating for single-and-multi-engine aircraft.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

AIRCRAFT PILOT

PAGE No. 5

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

AIRCFTPIL

Job Code Description

Aircraft Pilot

Position Title

Aircraft Pilot -E

Aircraft Pilot -A

Position Code

AIRCPILE

AIRCPILA

Pay Schedule

L32-014

L32-015

ECP Group 1
Revised 12/11/00
RA/VLWT/MD/BH